

INTERNATIONAL STUDENT INFORMATION GUIDE

A. BACKGROUND INFORMATION

The Defense Institute of Security Assistance Management (DISAM) conducts a series of educational courses designed to enhance middle and senior level management capabilities of Department of Defense (DOD) military and civilian personnel assigned to continental United States (U.S.) and overseas security assistance activities, purchaser country clientele and defense industry contractor personnel sponsored by military departments. DISAM operates under the overall guidance and direction of the Director, Defense Security Cooperation Agency (DSCA), who chairs the Policy and Advisory Council.

The DISAM program currently consists of thirteen separate courses. These courses are SAM-C (CONUS), SAM-CF (Financial Management), SAM-CM (Program/Case Management), SAM-E (Executive), SAM-F (Foreign Purchaser), SAM-O (Overseas), SAM-TO (Training Officer), SAM-TA (Training Automation Workshop), SAM-AT (Advanced Training), SAM-IT (International Training Management), SAM-IPSR (International Programs Security Requirements) and SAM-CS (Logistics Customer Support) and SAM-AR (Advanced Resource Management Seminar). Varying in length from 3 days through three weeks, is offered a number of times each year. The program is designed to provide the highest quality education and has been tailored to meeting the specific needs of the student.

The SAM-F (Foreign Purchaser) course emphasizes significant aspects of the United States Government Security Assistance Program directed to the purchaser's viewpoint.

A majority of the topics deal with functions and procedures relating to the Foreign Military Sales (FMS) Program. The subjects cover the broad range of the various phases of security assistance. Topics emphasized include legislative and executive policies, organization and process of security assistance, purchaser planning requirements, FMS pricing policies, follow-on logistics support, FMS case management documentation and reporting, FMS transportation policy and the security assistance training program.

DISAM recognizes that equal opportunity programs are essential to the accomplishment of the missions of both DoD and DISAM. In keeping with this commitment, discrimination based on race, color, religion, sex, national origin, mental or physical disability or age is prohibited. DISAM pledges to eliminate barriers and practices that impede opportunity for all students, including sexual harassment, and architectural, transportation, and other barriers affecting people with disabilities.

B. COURSE INFORMATION

1. Arrival in the Wright-Patterson AFB Ohio Area:

If you arrive by commercial airline, you will process through the Dayton International Airport, located in Vandalia, Ohio. DISAM SAM-F students will be met at the Dayton Airport by a DISAM representative if we are aware of your travel itinerary. Look for hand held signs at the airport. Otherwise, the Charter Vans Inc. Airport Limousine Service (telephone 898-7171) is available to Wright-Patterson AFB (to the billeting office at the Visiting Officers' Quarters (VOQ), Building 825, Area A) from 0530 to 2325 at an approximate cost of \$30.00 in U.S. dollars. Should you arrive at other than these times, commercial taxis are available at an approximate cost of \$40.00 in U.S. dollars. Contact the ground transport counter located in the baggage claim area for commercial

ground transportation. [Distance from the airport to the VOQ is approximately 15 miles \(24 kilometers\).](#)

2. Classroom Decorum:

a. Food and drink are not permitted in the DISAM Auditorium or Library at any time. Under no circumstances will food items be permitted in the classroom when scheduled instruction is being conducted. Coffee and soft drinks are permitted in the classrooms and seminar rooms during class periods; and lunch may be taken into designated classrooms during noontime electives. Care should be taken to protect materials and furnishings from spills.

b. Smoking is authorized in a designated smoking area only outside and adjacent to building 52. This area will be identified to students during the class introduction on the first day. Personnel smoking in this area are requested to use the provided receptacle for disposal of residue.

3. Class Hours:

Students are normally scheduled for formal classes from approximately 0815 to 1600 daily. A course schedule will be provided during the first day of class.

4. DISAM Location:

Wright-Patterson AFB is a large military installation divided into three general areas. DISAM is located in Building 52, Area B. You will be billeted in the VOQ located in Area A. Bus transportation to and from the VOQ and DISAM is provided.

5. DISAM Registrar:

The DISAM Registrar, located in the Student Lounge area in Building 52, is responsible for administrative and personnel matters pertaining to your stay at DISAM. If you have questions regarding the course or other matters prior to arrival, please contact that office.

6. DISAM Telephone Numbers:

a. When calling on commercial telephone lines, the area code is 937. The area code must be used when placing calls to DISAM outside the Southwestern Ohio area.

b. The commercial prefix to all telephone numbers listed below is 25X-XXXX. For example, when placing a call to the DISAM Registrar from the local Dayton area, simply dial 255-4144. If the call is from outside the general Dayton area, the area code 937 must precede the seven digit number.

c. If you have access to the DoD Defense Switched Network (DSN) telephone system, the prefix for Wright-Patterson AFB is 78X-XXXX. For example, the DISAM Registrar's Office DSN number is 785-4144.

d. Selected DISAM telephone number extensions are as follows:

Deputy Commandant 5-5850
Director, Management Studies 5-5850
Director, International Studies 5-5850
Director of Research 5-2994
Director of Academic Support 5-8212
DISAM Registrar 5-4144

7. Reporting to DISAM:

a. [Report to DISAM Registrar, Building 52, Area B](#), no later than 0800 on the class start date indicated in your Invitational Travel Orders (ITO).

b. A sign directing students to DISAM is posted in the main entrance of building 52.

C. GRIEVANCES.

The Department of Defense has established procedures for relief of matters of personal concern or dissatisfaction that are within the control of DISAM's management. If you have a grievance for which you seek redress for any dissatisfaction, the Class Manager should be notified. If this manager is unable to resolve your problem, your concerns may be addressed in turn by the appropriate DISAM director, the DISAM commandant, the Director, Defense Security Cooperation Agency, and the Department of Defense Inspector General.

D. GENERAL INFORMATION

1. Automobiles, Motorcycles & Motorbikes:

If you drive a motor vehicle, you must have insurance in compliance with the liability laws of the State of Ohio.

A foreign student, not otherwise employed, with a valid license from his/her country may use it to drive a motor vehicle in the State of Ohio. If your driver's license is written in your native language (other than English), a translation should be made to English prior to your arrival. Translation will assist local law enforcement officers to identify you in the event you are involved in a traffic accident.

2. Driving Reminders:

If you are authorized to drive, remember that it is your responsibility to obey all state and local traffic rules. Wright-Patterson AFB and the local communities rigidly enforce "traffic laws." Of particular concern is violation of the rule prohibiting "driving while under the influence of drugs or alcohol." This rule is strictly enforced and carries very strong penalties if violated. Seat belts must be worn at all times on and off base.

3. Transportation:

a. Bus service between base billeting and DISAM is arranged by the Institute.

b. Buses depart VOQ buildings 825/826 at approximately 0705 and 0736. For residents of building 832 through 836, buses depart at approximately 0708 and 0733 enroute to building 52 (DISAM).

c. Return bus transportation to the VOQ will depart building 52, main entrance, at approximately 1600 and 1700 each day.

d. On-base bus schedules are posted on the Student Bulletin Board.

e. DISAM has contracted for a shuttle van service from the VOQ to off base eating establishments during non-duty hours. This service is free of charge for all DISAM students. Most base facilities such as the Base Exchange, Commissary, clubs and recreational facilities are

not located near the VOQ. Government transportation is available but extremely limited and inconvenient. The DISAM contracted shuttle van can also be used for transportation to these areas. Each student will receive a card from DISAM with the Charter Van phone number and the contracted hours of operation. This service does not operate during the weekends unless DISAM classes are currently in session and extend through the weekend.

4. Dayton Area Climate:

The Dayton area is located in a region of the United States that is characterized by temperate climate. While extreme temperatures are rare, it can be hot and humid in summer and cold in winter. On the average, there are twenty days in the year with temperatures above 90 degrees Fahrenheit (32 Celsius) and four days with the temperature below 0 degrees Fahrenheit (-18 Celsius). The total precipitation per year averages about 37 inches (94 centimeters). [Click here for today's weather](#). For your information, the following Dayton area average monthly temperatures are shown.

TEMPERATURE IN FAHRENHEIT/CELSIUS

MONTH	AVERAGE LOW	AVERAGE HIGH
January	21/6	37/3
February	23/4	40/4
March	31/-1	49/10
April	41/6	62/17
May	51/12	72/23
June	61/16	82/28
July	64/18	85/30
August	62/17	84/29
September	55/13	78/25
October	44/7	66/19
November	23/-4.5	51/12
December	25/-3.9	40/4

5. Emergency Leave Procedures:

If you are required to depart the course prior to graduation because of an emergency, immediately contact your sponsor or any other faculty member.

6. Entry/Exit to the Base:

a. [The VOQ Buildings are located in Area A](#). The most convenient entry is through Gate 9A (near the Base Hospital). The guard will also direct you to the VOQ Billeting Office (Building 825). Initial base admittance may be gained by showing the gate guard a copy of your ITO and/or a military identification card. If you will be driving your POV or rental car, you must obtain a vehicle pass at one of the Visitor's Centers; located in Area A, gate 12A (0500-1800 M-F and 0530-1700 Sat & Sun) or Area B, gate 1B (0700-1600 M-F). This pass will enable you to gain access onto the base without having to stop and show a copy of your Invitational Travel Order (ITO) each time during the day.

b. When entering the base, you must show the on duty security policeman photo identification (passport, gov't issued ID card can be used) and your ITO that shows you are TDY to Wright-Patterson. You should keep these items in your possession at all times.

7. Housing:

- a. If you are not accompanied by dependents (wife, children and/or other family members) you are encouraged to stay in the VOQ. There is no government transportation provided for those who decide to live off the base by personal choice.
- b. The VOQ rooms are quite comfortably furnished. DISAM will make advance reservations for you at the VOQ. Generally, this will assure that space will be available when you arrive.
- c. If you are accompanied by dependents, reservations can also be made on a "space available" basis at the VOQ. It is rare, however, that rooms are available for dependents. If you plan to bring your family, in most instances you will be required to reside in off-base quarters at your expense. Transportation to and from DISAM will be your responsibility.
- d. Many motels surround the base and most of them offer special rates for families. You may obtain information concerning off-base housing from the DISAM Registrar, local newspapers and the telephone book.

8. Identification Cards

Identification cards will be provided to you if DISAM is the first duty station in your ITO and the total duration of duty in the United States is greater than 30 days. Those personnel who are not eligible for an identification card will be authorized commissary and Base Exchange privileges using their ITOs. These cards will allow you to use various facilities and services available to the military personnel and their dependents at Wright-Patterson AFB. In order to be issued an identification card, you will need to complete a DD Form 1172 (Application for Uniformed Services Identification and Privilege Card), which will be provided to you by the DISAM Registrar. After completing the DD Form 1172, you will be issued an identification card (DD Form 1172). Any student who loses an identification card should immediately report the lost card to the Security Police (extension 7-6841) and to the DISAM Registrar. Do not lend your identification card to anyone. Safeguard it and protect your privileges at all times.

9. Invitational Travel Orders (ITO):

Your ITOs are documents which authorize all training, privileges, and responsibilities while you are in the U.S. and traveling enroute between your homeland and the U.S. training location. DISAM cannot authorize deviations from the ITO. They originate in your country, and any changes are the responsibility of your country, through the various Security Assistance Offices (SAO), U.S. Military Advisory Group (MAAG), Offices of Defense Cooperation (ODC) and similar organizations in your country. If your ITO does not authorize a certain course or privilege, it cannot be provided without a change or official amendment. Please ensure you have your ITOs with you when you report to DISAM and keep a copy with you at all times.

10. Mail:

- a. Incoming. If you are staying off-base, please have your personal mail sent directly to that address. If residing at the VOQ, have all mail addressed as follows (regardless of the VOQ Building you are physically residing in):

Your Name
General Delivery
5651 Fir Street
Wright-Patterson AFB OH 45433-5000
USA

You must then pick up your mail at the Post Office located in Kittyhawk Center.

b. Outgoing. A branch of the Postal Service is located in Building 16, Area B, which can process any personal mail you may wish to send through the international postal system. Please see your sponsor for details.

11. Off-base Transportation:

Other than taxi (relatively expensive) or rental car, there is no public transportation between Wright-Patterson AFB and the surrounding communities. Although not mandatory, students are highly encouraged to elect full insurance coverage when renting automobiles. They are encouraged to read the coverage elected so as to fully understand the limits of the insurance coverage.

12. Parking:

a. VOQ parking lots surrounding buildings 825/826 and 832 through 836 are to be used by TDY students residing in these buildings.

b. Students may drive their rental or private vehicle to DISAM. Students must not park in the following labeled areas around Building 52, Area B: "Permit, Handicapped, Car Pool, Reserved, Reserved for DISAM Guest and Government Vehicles Only". Unauthorized vehicles will be ticketed by the base security police or parking monitors and may be towed away. A large parking lot for student parking is available northwest of Building 52, across Fifth Street.

13. Pre-Departure Information:

a. Delay Enroute: Delay enroute to the Port of Embarkation from the U.S. will be granted if authorized in your ITO. If you desire more delay enroute, you must contact your own government for approval. If they agree, they will notify the U.S. MAAG or equivalent, who will amend your travel order.

b. Travel: The DISAM Registrar will assist you with your travel reservations to your next destination. When you arrive DISAM, you should indicate when you wish to depart and type of transportation desired.

c. Itinerary Deviations: Any change in itinerary must be coordinated with and approved by your country.

14. Routine and Emergency Messages:

a. Routine messages received on extensions 5-2962/5-5333/5-5421 during normal duty hours will be placed on the student message board in the student lounge area. Please check the board daily for messages which pertain to you.

b. Emergency calls received during normal duty hours should be directed to the Student Operations Office at extension 5-4144. We will ask the party to hold and notify the student for direct communication with the calling party. The Registrar will assist you if you must take emergency leave.

c. After Duty hours messages: Personnel residing in the VOQ may be reached at (937) 257-3451, then after the prompt, your assigned room number.

15. Uniform/Clothing Requirements:

a. In class. Military personnel are required to wear their uniform during all formal classes unless the United States Government or participating country's policy prohibits the wear of the uniform. Wear of various uniform combinations are optional year round at Wright-Patterson AFB. However, suggest you refer to #4, Dayton Area Climate for expected temperature in the Dayton, Ohio, area.

b. Outside of Class. For a limited number of social activities, a suit/coat with tie or dress/equivalent is recommended. At other times appropriate informal attire in conformance with local weather conditions is appropriate.

16. Weapons:

Under no circumstances will weapons be stored or kept in government quarters. All weapons must be registered with the Security Police, Law Enforcement Section. Violations of firearms regulations require a formal report to your home country, which could result in early termination of training.

17. Weekend Travel:

If you plan to leave the Wright-Patterson/Dayton area during a weekend, please notify your class leader of your travel plans.

E. BASE FACILITIES AND SERVICES

The url is <http://wpsv.wpafb.af.mil/>

1. Banking Facilities (5-2352):

The Bank One is located in Building 16, Area B, and offers full banking services from 0900-1600, Monday through Friday.

2. Base Exchange and Commissary:

a. Main Store (879-5730). The main Base Exchange is located in Building 1250, Kittyhawk Center, and is open seven days a week. Hours of operation are 0900-2100, Monday through Friday, 0800-2100 Saturday, 1000-1900 Sunday and 1100-1800 on Holidays..

b. Commissary (7-2060). The Commissary is located adjacent to the main Base Exchange, in Building 1250, Kittyhawk Center. The hours are:

Sunday	0900 - 1700 hours
Monday	0900 - 1900 hours
Tuesday	0900 - 1900 hours
Wednesday	0900 - 1900 hours
Thursday	0900 - 2000 hours
Friday	0900 - 2000 hours
Saturday	0800 - 1800 hours

NOTE: The Commissary's early shopper hours (15 items or less) are:

Monday through Friday 0700 - 0900 hours

c. Four Seasons Shoppette (878-8831). The Four Seasons Shoppette is located in Building 209, Area C, and is open seven days a week. Hours of operation are 0900-2100, Monday through Saturday; and 1000-1800 on Sunday. Closed Thanksgiving, Christmas and New Year's Day.

3. Base Theater (7-4697):

A movie theater is located in Building 1239 (Kittyhawk Center). Base shuttle bus service to and from the theater is available from the VOQ, Building 825. Check student bulletin board for schedules and features.

4. Bowling Alley (7-7796):

Located in building 1221, Kittyhawk Center. Twenty lanes are available. Hours vary, please call for times.

5. Messing Facilities:

a. Officers' Open Mess (Area A). The Officers' Club serves meals as follows:

BRUNCH: Sunday 1000 - 1330

DINNER: Main Dining Room is Closed Monday & Tuesday, 1730-2030 Wednesday & Thursday, 1730-2100 Friday & Saturday.

Sunday hours are for Brunch only in the Main Dining Room

CLOSED HOLIDAYS

(1) Dress Requirements: Everyone using the facilities of the Officers' Open Mess is expected to dress in good taste at all times. Shorts, swimsuits, jogging suits, cutoffs and similar attire are not in good taste for the Officers' Club. Gentlemen will not wear hats within the Officer's' Open Mess facilities.

(2) For all areas of the Club, the following is required:

DAYTIME: Duty Uniform including utility uniforms such as flying suits, and hospital "whites," or appropriate civilian attire. A collared shirt is the minimum standard for men. Shorts are not permitted for anyone.

AFTER 1730: Military Dress is the Uniform of the Day except that flying suits, BDU's and hospital "whites" are permitted only on the lower level of the Club.

Civilian Dress is a minimum standard of collared sport shirts and slacks, for men, and slacks, street length dress or skirt for women.

b. Packy's (Sports Trivia Restaurant) - building 823, Hope Hotel, Area A, 879-2696 is open seven days a week 0600-1400, & 1700-2200 Monday through Friday, 0700-2200 Saturday & Sunday.

CLOSED HOLIDAYS

6. Golf Course:

Wright-Patterson AFB offers two golf courses, both of which are available on a daily basis for a nominal greens fee. Facilities include driving and practice ranges, club house and Pro Shop.

7. Gymnasium:

a. Wright-Patterson AFB has three gymnasiums. Wright Field Fitness Center, located in Building 22, Area B. Facilities include basketball and racquetball courts, weight/workout rooms, indoor running track. Hours are 0530-2000 Monday through Friday, 0800-1800 Saturday, Closed Sunday and Holidays.

b. Jarvis Gym, located in Building 1245, Kittyhawk Center, facilities include basketball and racquetball courts, weight/workout room and a sauna. Hours are 0500-2200 Monday through Friday, 0800-2000 Saturday and 0800-1800 Sunday and Holidays. (Closed Christmas, Thanksgiving and New Year's Day.)

c. Dodge Gym, located in Building 849, Area A (next to the Officer's Club). Activities include swimming, tennis, sauna, steam room, workout rooms, etc. A jogging path is located behind the gym. Hours are 0500-2200 Monday through Friday, 0800-2000 Saturday & Sunday and 0800-1800 on Holidays (CLOSED Christmas, New Year's Day and Thanksgiving).

8. Laundry and Dry Cleaning:

Cleaning, pressing, alterations and laundry service may be accomplished at the main store in Area C, Building 209. Hours are:

Monday through Friday 0930 - 1730

Saturday 0900 - 1500

Kittyhawk Center Store, located in Building 1250. Hours are:

Monday through Friday 0900 - 1800 Saturday 0900 - 1700

9. Medical/Dental:

a. **Illness.** If you feel ill during class, please notify the instructor immediately. You will be directed to or be taken to the appropriate medical facility. If you feel ill at night or on the weekend, report to the Emergency Room of the Wright-Patterson AFB Medical Center. Be sure to take a copy of your ITO if you do have to go to the hospital. Please contact the DISAM Registrar if you will be unable to attend class because of illness.

b. **Emergencies.** The Emergency Room of the Wright-Patterson AFB Medical Center is open 24 hours a day for injuries or illnesses that require immediate attention. The emergency entrance is located on the southeast end of the Medical Center and is clearly marked.

c. **International Military Education and Training (IMET) trainees** are provided out-patient and in-patient medical care in the same scope as U.S. personnel, chargeable to the IMET program. Dental care is provided on an emergency basis only. Dependents of IMET trainees from non-NATO countries are provided medical care on a space-available, reimbursable basis only and dental care on an emergency, reimbursable basis only.

d. **Trainees from NATO Countries.** NATO personnel and their dependents are provided out-patient medical and dental care in the same scope as U.S. military personnel and their dependents. Dental care for dependents is limited to emergency cases only. In-patient care must be reimbursed by the trainee, his government or the FMS case for both sponsors and dependents, at rates established by the U.S. Department of Defense.

e. **Foreign Military Sales (FMS) Trainees.** Trainees from non-IMET, non-NATO countries will be provided medical care on a space-available, reimbursable basis; dental care may be provided on an emergency, reimbursable basis only. Charges will be payable by the trainee, his government or the FMS case for both sponsors and dependents at rates established by the U.S. Department of Defense.

f. **Dependent Medical and Dental Care.** The ITO must specifically authorize dependents to accompany or join the student while in training in the U.S. before treatment may be provided to dependents in any of the categories listed above.

10. Off-base Activities:

Numerous off-base cultural, dining and entertainment activities are available in the local area. You will be briefed by your sponsor after you arrive.

11. Swimming Pools: (7-2216)

In addition to an indoor heated pool located in the Dodge Gym, several other pools, all outdoor, are available (during the summer months only, i.e., June, July and August) for a nominal fee.

12. Tennis Courts: (7-7444)

Numerous outdoor tennis courts are available throughout the base. There are two hard-surfaced courts adjacent to the Dodge Gym (Area A). Reservations are necessary and can be made at above extension. An indoor court is available with payment of appropriate general and hourly fees. If interested, please contact your sponsor.

13. School Supply Items:

Expendable supplies are not issued to students but may be purchased at the AFIT Bookstore which is located in building 642 Area B.

14. Barber Shop (5-5261)

A barber shop is located in Area B, Building 642 for your use. Civilian students must have a copy of their Invitational Travel Order (ITO) stamped from the VOQ in order to use this facility.

15. Beauty Shop (879-5281)

A beauty shop is in the BX/Commissary facility located in Kittyhawk Center for your use. Civilian students must have a copy of their Invitational Travel Order (ITO) stamped from the VOQ in order to use this facility.

NOTE: Dial the telephone number listed after each facility to confirm hours of operation.

F. GENERAL LIVING COSTS WHILE AT DISAM

The purpose of this section is to give you some ideas of costs which you may wish to plan for. Please realize that the costs shown are **only estimates** and will vary from student to student in accordance with his preferences.

1. On-base Costs:

- a. VOQ - \$27.00 per day.
- b. Meals (Officers' Club) - \$10.00
- c. Laundry/Dry Cleaning \$2.00 per day.
- d. Personal Items (soap, toothpaste, etc.) - \$.60 per day.
- e. On-Base Transportation - no cost.

2. Off-base Costs:

- a. Motels \$60 - \$80 per day.
- b. Meals generally about 50 percent higher than on-base.
- c. Transportation about \$2.00 per mile by taxi.